

Area Offices: To run your GPRA "quarterly" Area Aggregate report:

1. At the IHS/RPMS Clinical Reporting System menu, select **CI05** (CRS 2005).
2. At the Clinical Reporting System menu, select **AO** (Area Options).
3. Type **AGP** at the "Select Area Options Option:" prompt on the Area Office Options menu.

```
*****
**   IHS/RPMS CRS 2005   **
**   Area Office Options **
*****
                        Version 5.0

                        DEMO SITE

UPL   Upload Report Files from Site
AGP    Run AREA National GPRA Report
GPUTA  Run AREA GPRA Performance Report
AHED   Run Area HEDIS Report
LSTF   List files in a directory

Select Area Options Option: AGP Run AREA National GPRA Report
```

4. The screen displays the date ranges that have been pre-defined for the report, including Report (Current), Previous Year and Baseline.

```
                [AREA_Name] Area Aggregate National GPRA Report

The date ranges for this report are:
Reporting Period:      Jul 01, 2004 to Jun 30, 2005
Previous Year Period:  Jul 01, 2003 to Jun 30, 2004
Baseline Period:      Jul 01, 1999 to Jun 30, 2000
```

5. Type **A** (Area Aggregate) at the "Run Report for:" prompt. The default option is A.

The Area Aggregate option will run a report that combines the data for all sites. The One Facility option will run a report similar to the facility GPRA report (see User Manual section 5.0).

```
Select one of the following:
      A          Area Aggregate
      F          One Facility

Run Report for: A// A          AREA Aggregate
```

6. All facilities that have had their data files uploaded for the selected time period will be displayed onscreen. Review the list.

7. The name of a delimited text file that begins with "GPRAEX" and the network directory that it will be saved to are displayed on the screen. This text file provides a summary of the National GPRA report results for each site in the aggregate report and can be used in Excel to create graphs and other summary reports. **This is the file that needs to be transmitted to California Area. Please do not open this file and/or save it in Excel before sending to them; send the original "GPRAEX" text file that is created by CRS. Ask your Site Manager for assistance in locating this file. Please do not send the file to California Area until the Area Aggregate report has been run for ALL sites within your Area. If any sites are missing, please do not send the delimited file to California Area.**

Data from the following Facilities has been received and will be used in the Area Aggregate Report:

FY: 2005	END DATE: JUN 30, 2005	SU: SELLS	Facility: SELLS
HOSP			
FY: 2005	END DATE: JUN 30, 2005	SU: SELLS	Facility: SAN
XAVIER			
FY: 2005	END DATE: JUN 30, 2005	SU: SELLS	Facility: SANTA
ROSA			
FY: 2005	END DATE: JUN 30, 2005	SU: SELLS	Facility: YAQUI

A file will be created called GPRAEX8020000701200106302005043017273.TXT and will reside in the Q:\ directory. This file can be used in Excel.

Please choose an output type. For an explanation of the delimited file please see the user manual.

Select one of the following:

P	Print Report on Printer or Screen
D	Create Delimited output file (for use in Excel)
B	Both a Printed Report and Delimited File

Select an Output Option: P// rint Report on Printer or Screen

DEVICE: HOME// VT Right Margin: 80//

8. [Select the output option](#), as described on page 82, step 8 of the User Manual.